



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

INTERN III (Hourly)

RECRUITMENT NUMBER: 05-353

SALARY: \$10.16 - \$12.35 / HOURLY

FILING DEADLINE: 5 PM, FRIDAY, SEPTEMBER 9, 2005

SUPPLEMENTAL QUESTIONNAIRE REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

The City of Chula Vista General Services Department's, Division of Project Management and Infrastructure Development, Survey Services is currently seeking to fill an Intern III position. This position assists in assigned departmental activities related to the operations of the Survey Division. The work assigned to the Intern III supplements the formal educational program of advanced college studies. Duties may vary widely depending on the departmental needs. This is a temporary, part-time position. Note: Intern may adjust work schedule around class schedule. Intern may not work more than 999 hours in a fiscal year.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following: perform para-professional level work specific to the department's needs; use initiative and application of skills and education; work semi-independently and be resourceful and systematic in approach to various assignments and tasks; may be responsible for a significant level of a department project or be part of the project team.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Intern III must be currently enrolled in a degree program with at least 60 units completed or may have graduated with a degree within six months prior to beginning employment. Previous work experience is not required.

Knowledge, Skills and Abilities: Knowledge of: computer equipment and software applications related to assignment. Ability to: keep work related records and prepare reports using a computer; read and interpret typical business correspondence, reports and City or department policies; follow either written or oral instructions; present ideas in a clear and effective manner; make presentations where applicable; coordinate multiple activities; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; operate a 10-key calculation device; may lift light weight.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by **5:00 p.m., Friday, September 9, 2005.** Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

SUPPLEMENTAL QUESTIONNAIRE

INTERN III (Hourly)
Recruitment No. 05-353

Last Name

First Name

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Before completing this application, read the requirements that are stated on the job announcement. If you do *not* meet these requirements, please do *not* apply as your application will not be considered as acceptable. The current vacancy is in the City's General Services Department, Division of Project Management and Infrastructure Development, Survey Services.

The information contained in the application and supplemental questionnaire will be used to determine your status for referral to the hiring department. Complete this form carefully since **this information will be evaluated when establishing the Hourly Referral list** to fill this vacancy in the General Services Department.

Sections not applicable to your particular qualifications should be marked N/A or lined out to indicate that they have not been overlooked. If you need additional space for your answers, attach additional 8 ½" x 11" sheets of paper, numbering each item accordingly. Print or type your name and recruitment number on each page. Please use blue or black ink to respond, do not use pencils. Please do *not* answer any questions with "refer to resume." Please give clear, concise, complete and legible information, as your application will also be used to evaluate your written communication skills.

Section 1. MINIMUM REQUIREMENTS.

Do you have at least 60 units of college credits completed at this time ? ☐ Yes ☐ No

Are you enrolled in a survey program at this time ? ☐ Yes ☐ No

Section 2. EXPERIENCE/EDUCATION. Please indicate your **work experience** or **knowledge** gained through **education/training** in the following as it relates to the principles and practices of surveying services:

Surveying Services	Work Experience Only	Education Only	Work Experience & Education	None
Performing Survey Math and Calculations				
Reviewing Survey Maps				
Interpreting Survey Descriptions				
Using Surveying Tools				
Preparing reports				
Filing Survey Maps and documents				
Assisting in field Surveys				

